



## **Grants Officer Application Pack**

### **About Cornwall Community Foundation**

Behind the holiday playground you see in photographs, Cornwall is the poorest county in England, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real.

At the Cornwall Community Foundation, we believe in a positive Cornish life for all, free from poverty and social isolation. Our aim is to change people's lives for the better by helping local communities. We want Cornwall & the Isles of Scilly to be a great place to live for everyone – a place where people work together to address disadvantage. Donors trust our expertise to direct funds to those grassroot organisations and initiatives which will make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive. Since 2003 we have grant awarded more than £23 million to over 9,000 community projects. In 2025 we grant awarded £2.6 million.

We manage charitable funds on behalf of local individuals, families, companies and public agencies. Many of our funds are invested in endowment, which is currently valued at £15 million. We also manage flowthrough or non-invested funds including for the Duke Of Cornwall Charitable Foundation, the Integrated Care Board, Cornwall Council and the Police and Crime Commissioner for Devon & Cornwall. Typically, our funds are donor advised and we engage with more than 100 local people who assist us with making grant making decisions.

Our friendly and committed [Team](#) of 14 is based in Bodmin when they are not working from home. We have an active and engaged Board of [Trustees](#) who meet four times a year and several committees who meet throughout the year.

CCF is committed to the principles of a 'one team' approach. This recognises that all members of the Team contribute to the success of delivering CCF's goals to address need in the community by making high quality grants and promoting philanthropy.

## Job Purpose

Cornwall Community Foundation is the leading independent grant-maker in Cornwall providing much needed financial support to local community groups. The post is to deliver Cornwall Community Foundation (CCF) grants enabling effective and efficient grant-making in Cornwall and the Isles of Scilly. To support with the duties of the grant programmes, carry out grant assessment, impact monitoring, attend grant awarding panels and contribute to the future development of the grant programmes.

## Grants Officer

Post: Grants Officer  
Salary: £26,000 – £27,500 per annum depending on experience  
Length of contract: Permanent  
Hours: Full time, 37.5 hours a week  
Located at: Based in Cornwall and able to attend the CCF office in Bodmin, at least two days a week.  
Responsible for: Delivering the CCF's grant programmes

## Job Description

The responsibilities of the Grants Officer are as follows:

1. Looking after a portfolio of individual, family, charitable trusts and corporate funds
  - Providing an excellent service to donors, ensuring that grant programmes meet donor's wishes and informing them about the needs of the community
  - Maintaining the grant making database, ensuring that data is kept up-to-date and that the Foundation is making best use of the system
  - Assessing grant applications, including checking bank details and supporting applicants
  - Coordinating and supporting external grant assessors
  - Overseeing the production, compilation and circulating all documents in time for periodic grants panel meetings
  - Organising and attending grant panel meetings, and distributing grant awards to applicants following panel meetings
  - Assisting the line manager with the recruitment of panel members
  - Providing relevant stories, impact data and other info about grant making to the Fund Development Team as part of the impact reporting.
  - Being responsible (as with all staff) for regulatory matters such as GDPR, under the overall remit of the CEO.

2. Supporting the Grants Team and the Fund Development Team in the development and administration of new grant programmes
3. Attendance at the Cornwall Community Foundation events
4. Working together with the Community Outreach Officer to undertake project visits, liaising with voluntary sector organisations and providing additional support when required.
5. Any other administrative tasks that are required

## **Person specification**

### **Essential:**

1. Good organisation, administrative and report-writing skills
2. Excellent interpersonal and communication skills
3. Fully computer and IT literate and practical knowledge of Office 365
4. Experience in working with databases and CRM system (Salesforce or similar)
5. Ability to work independently as well as being part of a team
6. Current driving licence and access to a vehicle
7. Ability to travel within Cornwall

### **Desirable:**

1. Knowledge of the voluntary and community sector including social enterprises
2. Experience of grant-making and working with databases

### **To apply**

To apply for this post please forward your CV and covering letter to Tamas Haydu CEO [tamas.haydu@cornwallfoundation.com](mailto:tamas.haydu@cornwallfoundation.com)

(Incomplete applications will not be considered.)

### **Deadline**

31<sup>st</sup> August 2026

Professional and personal references will be required prior to appointment. Proof of right to work in the UK will be required.

The CCF are committed to advancing equity, diversity and inclusion across our funding portfolio and staff team. We particularly welcome applications from people who identify as LGBTQ+, those with disabilities, those from lower socio-economic backgrounds and/or those from racialised communities.